FM066 Budget Operating Plan

Full and Partial Waivers - If a waiver has been approved by the NOAA Budget Office, there are a couple of ways that the waiver can be recorded in the BOP.

For a full waiver, a user can delete the appropriate surcharge code from the Surcharge Code List on the BOP Budget Control and that surcharge will not be generated.

If a user wants to track the amount of the waived surcharge, the user can apply the surcharge on the initial BOP and then create an adjustment BOP to back out the amount generated by the automatic surcharge process.

For a partial waiver, a user can apply the surcharges, including the surcharge on the initial BOP. Once the surcharges have been created, the created detail line can be changed to reflect the reduced amount. Or, if a user wants to track the amount of the waived surcharge, the user can create an adjustment BOP to reduce the amount generated by the automatic surcharge process.

Note: There cannot be a negative detail line on an initial BOP. An adjustment BOP must be created to adjust the plan.

Project Code - When a project code is comprised of too many wide letters, (e.g. M, W) the project code cannot be typed into the field. It must be selected from the project code drop down list. A software fix has been requested.

Budget Month - During the year there will be delays in putting months into final close. This can cause some unexpected results in recording Budget plans in the correct periods. There are several circumstances that users need to be aware of while entering their BOPs for May.

1.   Since the system has been Final Closed through the end of March, all Effective Dates entered using months prior to April will default to Budget Month 7 (April). Therefore if a user enters any month from October through March in the Effective Date, the Budget Month will default to 7 and the plan will be displayed on the reports in the third quarter.

2.   Any modifications made during May should reference Budget Month 8. Even if you choose to plan your third quarter using April 1 as your Effective Date, you will need to manually make this change to the Budget Month. If you do not indicate 8 in Budget Month, the plans which were created in May will not display on the reports as the Current Month on Report NOAA117 and NOA118.

3.   The Budget Month is what determines the period the transaction is recorded. If you let the system default to Budget Month 7 while modifying an Effective Date prior to May, reports that you have previously printed for budget plans of months that are still open or are in preliminary close may change as a result of not referencing the current month.

Reprog - A review of the BOPs has indicated that there are 2 users that have entered a Change BOP using the Change Code of REPROG. Unless you have received notification from the NOAA Budget Office for an official reprogramming, use ADJUST for all non TRANSFER BOPs. Use of the REPROG change code updates the Congressional Established Reprogramming Threshold screen. Transferring funds to another FMC within your Line Office is not considered a reprogramming. The proper Change Code for FMC transfers within the same LO is ADJUST.

Statistical Unit field -   The BOPs that previously had null values in the statistical unit field on the Budget Detail screen can now be adjusted and/or modified. The system is still allowing the null value, to be accepted. Therefore, approvers should continue to check to ensure that this field is populated with FTE or NONE.   A fix has been submitted to correct this problem.

FTEs - In order for the FTEs to display on the Budget Operating Plan Report (FM166), the labor object class must be a valid. You must use 111x thru 113x. If you use 1100, the FTEs will not display on the report.